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31 JUL 1951

Adviser for Management

Assistant Director for Operations

Proposal for New Publication by Foreign Documents Division

1. Reference aids, compiled by language experts to augment standard reference works, have been found to be of great assistance in the exploitation of foreign-language publications.

2. Such reference aids have been compiled by experienced personnel of Foreign Documents Division and more are contemplated. Informal dissemination to other IAC offices has indicated that publication of a reference aid series would be appreciated.

3. Four short glossaries of technical terms are ready for publication. Other issues of the proposed series would include glossaries of Chinese Communist terms, Czech technical terms, German railroad terms, transliteration tables, and lists for generic standardization. Details of publication are attached.

4. During World War II, the need for standard reference aids was well recognized, but it was not until near the end of hostilities that a comprehensive glossary was published. FDD is capable of undertaking this type of project now and on a continuing basis.

5. Your approval and comments are requested.

GEORGE G. CAREY

Encl: Details for Publication and
sample of cover, entitled

*"Reference Aids No. 1 -
Glossary of Chinese
Technical Terms"*

FDD - 26 July 51

JJB/BBC/db *fy*

Dist:

Orig & 1 to Addressee

cc: 0 - 2 copies *only*

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**Details for Publication of a Reference Aid Series
by Foreign Documents Division**

Reproduction : Multilith from paper plates prepared by FDD
Binding : Three hole punch for filing in three-ring binder
Size : 8 x 10 $\frac{1}{2}$ inches
Pages : 1 to 35
Issues/Year : 10 to 15
Cover : Simple, prepared by FDD (sample attached)
Classification : Cover only, as required. Contents generally unclassified.
Production priority: None

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